

TOWN OF STERLING
BOARD OF SELECTMEN
July 12, 2017

<i>MEETING:</i>	Chairman Cranson called the Board of Selectmen meeting to order at 6:30 pm. Roll Call: Selectman Lane - present. Selectman Kilcoyne – Present. Chairman Cranson - Present.
Minutes	Selectman Lane moved to approve the minutes of June 28, 2017, as written. Chairman Cranson 2 nd . Chairman Cranson – Aye. Selectman Lane – Aye. Selectman Kilcoyne – Abstained. Motion carried.
Public Session	No one spoke at public session.
Conservation update	<p>Matt Marro attended the meeting. He reported the following for the Conservation Commission;</p> <ul style="list-style-type: none">• Continues upkeep and improvement on the Mudgett Orchard parcel• An Eagle Scout is planning on enriching the Mudgett Orchard parcel by making it a butterfly habitat• Has applied for funding through a grant to connect the Hall Ave parcel to the Mudgett Orchard/ Town Beach. The Commission is awaiting results on that application• Has applied for grants to provide a stewardship of forest land which would provide a 10 – 15 year sustainable cutting of forested areas to maintain wildlife habitat and to create open land for recreation• Researching alternate treatment for Lake Waushacum. One promising alternate may be using air diffusers to aerate the water <p>Mr. Marro cautioned the public, reporting that the state is reporting that 85% of ticks are now carriers of Lyme disease. He also stated that those residents who wish to hire companies for mosquito abatement should be sure that the company is licensed for pesticide applications through the State.</p>
Board of Health Update	<p>Alan Hoffman of the BOH addressed the Board. He reported that the BOH continues to do Septic system and food service inspections.</p> <p>They have contracted with the Montachusett Public Health Network for a small membership fee. This membership allows the Board of Health to participate in regionalized health services for an additional fee. The medication kiosk at the Police Station is provided through this service.</p> <p>The Board of Health continues to monitor the Lake.</p> <p>He reminded the board that the Board of Health would like more room in the building.</p>
Sterling Fair Agreement	<p>Doug Downey and Terry Heinold addressed the Board. After discussion, Selectman Kilcoyne moved to sign the 2017 Fair agreement to use the land on Greenland Road for the 2017 Sterling Fair. Selectman Lane 2nd. Selectman Lane – Aye. Selectman Kilcoyne – Aye. Chairman Cranson – Aye. Motion carried.</p> <p>Mr. Heinold requested that the Town research the possibility of signing a 5 year lease for the land.</p>
One day alcohol Lic approval Sterling Gymnastics	<p>Nancy Carbone addressed the Board. She reported that the Sterling Academy of Gymnastics will celebrate their 25th anniversary this year. They will provide a barbeque and wish to serve alcohol. After discussion, Selectman Lane moved to approve the one day alcohol request for the Sterling Academy of Gymnastics for October 7, 2017 from Noon until 5:00 pm. Selectman Kilcoyne 2nd. Selectman Lane – Aye. Selectman Kilcoyne – Aye. Chairman Cranson – Aye. Motion carried.</p> <p>Mrs. Carbone was reminded that the alcohol must be purchased through a State approved wholesaler and the servers must be TIP certified.</p>

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FY 18 BOS Goals	After discussion, Selectman Kilcoyne moved to approve the Goals and Objectives for FY 18. Selectman Lane 2 nd . Selectman Kilcoyne - Aye. Chairman Cranson – Aye. Selectman Lane – Aye. Motion carried. (Goals and Objectives are attached at the end of these minutes)
DLTA Contract	After discussion, Selectman Lane moved to approve the matching Grant by MRPC to study the Feasibility of sewer systems in Sterling and to authorize the Chairman so sign the documents for the Board. Selectman Kilcoyne 2 nd . Selectman Kilcoyne - Aye. Chairman Cranson – Aye. Selectman Lane – Aye. Motion carried. Priority will be given to Down Town Sterling, then the industrial area and then the Lake Waushacum area.
Ambulance write-offs	Chief Hurlbut reported that Coastal Medical Billing Inc, employed by the Fire Department, has deemed \$56,488.42 in past accounts as “uncollectible.” With permission from the Board of Selectmen, these delinquent accounts will be written off the books. After discussion, Selectman Lane moved to approve the request by Chief Hurlbut to write off \$56,488.42 in uncollectible for the Fire Department. Selectman Kilcoyne 2 nd . Selectman Kilcoyne - Aye. Chairman Cranson – Aye. Selectman Lane – Aye. Motion carried.
1835 Town Hall Appointment	Christine McCarthy addressed the Board regarding her desire to be appointed to the 1835 Town Hall Committee. She reported that she is very interested in the historical preservation of buildings and has been a realtor for 37 years. She intends to assist with grant writing. After discussion Selectman Lane moved to appoint Christine McCarthy to the 1835 Town Hall Committee. Selectman Kilcoyne 2 nd . Selectman Lane – Aye. Selectman Kilcoyne – Aye. Chairman Cranson – Aye. Motion carried.
Approve Cleargov Contract	After discussion, Selectman Lane moved to approve the Cleargov contract for a year and to authorize the Town Administrator to sign the contract on the Board’s behalf. Selectman Kilcoyne 2 nd . Selectman Lane – Aye. Selectman Kilcoyne – Aye. Chairman Cranson – Aye. Motion carried.
FY 17 Budget Transfers	The Town accountant requested that the Board approve the reallocation of funds within the Police budget, DPW budget and Town Administrators budget for FY17. These requests move the funds from one account to another, within these departmental budgets and do not increase funding for those budgets. These requests have been approved by the Finance Committee. After discussion, Selectman Kilcoyne moved to approve the year end transfer requests for \$1,150.00 within the DPW budget, \$3,550.00 within the Police Department Budget and \$10,000.00 within the Town Administrator’s budget. Selectman Lane 2 nd . Selectman Lane – Aye. Selectman Kilcoyne – Aye. Chairman Cranson – Aye. Motion carried.
Adjourn	At 7:38 pm Selectman Lane moved to adjourn. Selectman Kilcoyne 2 nd . Selectman Kilcoyne - Aye. Chairman Cranson – Aye. Selectman Lane – Aye. Motion carried.

Materials: minutes, Fair agreement, Alcohol request, Goals and objectives, MRPC grant agreement, Fire Department Write-offs Volunteer application, Clearance contract,

BOS FY 18 Goals and Objectives

Goal #1 – Improve Communication between and within Town Government and Public.

- Re-institute town banner in at least one location, preferably two locations.
- Establish a current town employee as the press liaison responsible for distributing press releases on important town actions/activities.
- Assure Town activities and town entities are 1.) aware and 2.) have access to town variable message boards and other communication tools.
- Improve internal communication
- Improve communications between Departments, Boards, and Commissions
 - Schedule Boards and Committees to meet with BoS

- Upgrade and enhance Town's web site.
- Monitor and support WIFI implementation in local schools

Goal #2 – Establish a proactive economic development/construction/businesses procedure for entities looking to move or develop in Sterling.

- Initially, assign a current town employee or volunteer as an “ambassador” to help guide prospective developers/builders/businesses and improve ‘customer service’.
- Research and determine best “on-line” streamlined and expedited permitting process, then present at next ATM for funding.
- Establish a committee to review pertinent Bylaws and Zoning regulations and recommend changes which would assist in establishing a “friendly” economic development atmosphere for Sterling.
- Assist EDC with their goals and update of Master Plan.
- Budget for and hire a Town Planner
- Investigate infrastructure improvements, including sewer, parking, and property upgrade on Main Street.
- Establish strategy and policies for mobile food vendors. Update bylaws accordingly.
- Work with EDC, downtown merchants, and town departments for “Beautification of Downtown.”

Goal #3 –Sterling (town wide) property usage policy and enhancements

- The BoS controls all town property and should establish a clear, uniform and concise policy for the use of any town property.
 - Update and implement property usage policy.
- Establish definitive ownership of Town Common, to include finding or filing a proper deed, or MOU with the Church. This task should be assigned to the TA, and the TA should utilize any town employees which may aid him with this objective.
 - Notify, via letter, all persons/entities which may be affected by the usage policy to invite input/comment during the development stage of the policy.
- Determine and then implement Butterick basement usage plan.
- Complete 1835 Building roof project
- Complete Library HVAC project
- Obtain design and bid documents for Butterick HVAC replacement / upgrade.

Goal #4 –Establish a path to assure Sterling has reliable water source(s) for the future.

- Meet with Water Department to discuss any current plans.
- Involve the DCR/MWRA, explore Wachusett Reservoir usage.
 - Involve our state representatives to encourage MassDEP to re-assess Sterling's water withdrawal limits to reflect current (and future) development in Sterling.
- Identify a dependable future water source for the Town.

Goal #5 – Establish a Town Charter Research Committee

- Seek qualified volunteers to research the feasibility of establishing a charter for the town. The TA should be the Chair of this committee.
 - If feasible, the committee should establish a plan and timeline for the Charter to be completed, (including Home Rule Petition.) If not feasible document in a report as to why it is not feasible at this time.
 - Have the Committee report, to the BoS, two months prior to the next ATM, their findings, (and timeline if applicable.)
- Review Government Study report and work on selected organizational improvements.

Goal #6 – Establish long range financial plan.

- Adopt and implement management letter recommendations and other appropriate financial controls
- Utilize State and local resources and work with Fin Com, Capital Investment Com, Treasurer Collector and Account to develop best practice financial guidelines and fund usage policies
- Address topics that improve the Town's credit rating.
- Work with School Administrations for long term budget sustainability

Goal #7 - Address Human Resource needs

- Update personnel bylaws
- Upgrade overall compensation plan, steps, grids, and review process
- Fill Treasure Collector position
- Consider need and funding for Town Planner and HR Administrative support

Develop additional funding sources for:

- Master Plan
- ADA upgrades for 1835 Building
- Sewer Feasibility Study
- Economic Development planning

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Materials: minutes, 61A documents, one day applications, dispatchers contract, VTH contract, accountant contract